



## Clallam County

### Department of Community Development

223 East 4<sup>th</sup> Street, Suite 5, Port Angeles, WA 98362

(v) 360-417-2420 ✦ (f) 360-417-2443

email: [dcdplan@co.clallam.wa.us](mailto:dcdplan@co.clallam.wa.us)

#### LAND DIVISION APPLICATION CHECKLIST

- The land division **application** with existing and proposed land use. The land divider may choose to include within the boundaries and legal description of the application all of the land divider's contiguous land which is separately described by a legal recorded document intended to be considered.
- A statement signed by the land divider authorizing a named person to act as the land divider's **agent**. If the land divider signs said statement, the Administrator will deal exclusively with the designated agent regarding the proposed subdivision or short subdivision, unless said statement clearly specifies otherwise.
- The means of **sewage disposal** for subdivision or short subdivisions; if a public or private sewer system is proposed, the location of the facility and approximate location of collection lines or disposal area if applicable shall be shown or described. If on-site community or individual on-site treatment systems are proposed, a description of the soil characteristics shall be submitted with the application. A land division application shall not be deemed complete until a site registration (SIR) application is submitted to the Environmental Health Division. Environmental Health will review soils test holes with your certified designer. Your designer should contact the Environmental Health Division to schedule on-site soils review. After inspection a report will be prepared by the designer and approved, and is required in order to complete the short plat application.
- A copy of the **deed** describing the legal creation of the property and verifying ownership interest of the proposed subdivision or short subdivision. The boundaries of all blocks and lots, together with the assigned block and lot numbers, beginning with number one and proceeding in a consecutive sequence. The total number of lots, and the approximate size of each lot in acres or in square feet. If lots are the same size such lots may be so identified in lieu of specifying the size of each individual lot.
- A **site map** which includes the requirements attached, as well as, the date of preparation of the maps, an identified north arrow, scale of the map, the total area of the plat, clear identification of the map as a preliminary subdivision or short subdivision and the name of the subdivision or short subdivision.
- A **vicinity map** that shall clearly relate the division's location to nearby rivers, creeks and public roads to enable interested persons and agencies to determine the location of the site and obtain a geographical orientation to assist them in their review of the subdivision or short subdivision application. Said sketch shall be accompanied by a separate document giving instructions for reaching the site by automobile from a commonly known geographical reference point such as a public road intersection.
- Lots proposed for **dedication** or **reservation** for any public or community school, park, playground, or other use. If a lot within a subdivision or short subdivision is to be utilized for a permanent or temporary use not intended for human habitation and not requiring approval by the Clallam County Environmental Health Division, the applicant shall specifically state such use on the face of the preliminary and final plat.
- Site **topographical information** or elevation datum approved by the County Department of Public Works which informs the County of the approximate slope or slope variations on the site and



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showing the direction of surface drainage ways. If the average slope of the site is 10% or greater or substantial portions of the site are 10% or more in slope, additional topographical information such as but not limited to contour lines shall be provided by a certified professional to assist reviewing agencies to determine topographical conditions of the subject site.

- The location, width, names, and approximate grades of existing and proposed **streets, driveways and alleys** within and adjacent to the proposed subdivision or short subdivision. A description of the legal access to a public road if the subdivision or short subdivision does not front on a public road. Also the location, width, use or purpose of all existing or **proposed easements** within or adjacent to the subdivision or short subdivision.
- Approximate **location of critical areas**, including but not limited to geologically hazardous areas, wetlands, streams, open water, known and readily available locations of nesting and breeding locations of fish and wildlife (threatened, endangered or sensitive species), floodplains, and drainage ways.
- Adjacent land uses**, shorelines and governmental jurisdictional boundaries adjoining or traversing the subdivision or short subdivision site.
- Existing structures**, sewage disposal and water supply improvements, drainage facilities, electrical transmission utilities and irrigation improvements which are a matter of public record or are apparent during an on-site inspection.
- The **location of the proposed power, sewer and water** improvements and easements including irrigation right of ways required pursuant to RCW 58.17.310. For community water systems, water well locations and associated well setback areas shall be shown on the application.
- Mitigation for any new water use within the Dungeness Water Rule Area not served by a Group A water system. **Mitigation Options must be purchased from the Exchange prior to approval.**
- Completed **Environmental Checklist** (ECL) and review fees as required by the State Environmental Policy Act (SEPA), RCW 43.21.C, if applicable.
- If a subdivision is to be developed in **phases**, the preliminary plat shall generally outline such phases. Such identification of phases shall not preclude the applicant from modifying the phases following preliminary subdivision or short subdivision approval pursuant to the procedures set forth in this chapter.
- In the case of **large lot land divisions** (LLS) improvements for access, power and phone may be completed prior to final approval **or** prior to issuance of any development permit provided that a note on the final plat and within the lot owner's association is required stating that no building permit shall be issued by Clallam County until such improvements are completed. By-laws for a lot owners association are required at the time of final plat approval.
- Associated review fees, which require **separate checks** to each County Department.
- At every stage of the permit application process, the burden of demonstrating that any proposed development is consistent with Clallam County Code, is upon the applicant.



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**LAND DIVISION APPLICATION**

**LDV** \_\_\_\_\_ - \_\_\_\_\_

APPLICANT INFORMATION

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

AGENT INFORMATION (If applicable)

I, \_\_\_\_\_, (applicant) do hereby authorize \_\_\_\_\_ (agent) to act on my behalf for this land division pursuant to Title 29, CCC.

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Contact Person \_\_\_\_\_

Applicant Signature \_\_\_\_\_

PROJECT INFORMATION

Tax Parcel Number \_\_\_\_\_ Size of Parcel \_\_\_\_\_ Zoning \_\_\_\_\_

Existing Land Use \_\_\_\_\_ Proposed Land Use \_\_\_\_\_

Description of proposal \_\_\_\_\_

Number of Lots Created \_\_\_\_\_ Proposed Access \_\_\_\_\_

Directions to site \_\_\_\_\_

Proposed Water Supply \_\_\_\_\_ Proposed Sewage Disposal \_\_\_\_\_

Site Registration (if applicable) \_\_\_\_\_ Is property within 200-feet of surface water? \_\_\_\_\_

If so, which water body or type? \_\_\_\_\_

Is the property located within an Irrigation District? \_\_\_\_\_ Which one? \_\_\_\_\_

Has the property been logged within the past six years? \_\_\_\_\_ Forest Practices Permit # \_\_\_\_\_

**By making this application, you are hereby granting consent to the Clallam County Director of Community Development and his/her designee to enter and inspect the property, structure(s) or geophysical feature related thereto which is the subject of this application, in order that the County may verify actual physical site issues, as well as compliance with proposed conditions or conditions imposed pursuant to the application. Unless otherwise further granted, the consent to enter established by this application is terminated upon the final action on the application or resulting permit.**

**I certify, under penalty of perjury of the Laws of the State of Washington, that I am the owner or authorized agent\* of the property that is the subject of this application.**

\_\_\_\_\_  
**Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_ **Agent** \_\_\_\_\_ **Date** \_\_\_\_\_



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## **SITE PLAN REQUIREMENT CHECKLIST**

In order to help us process your permit request as efficiently as possible, please show ALL of the following information on the plot plan. All site plan sheets must be to scale and accurate. You may use the attached sheet or equivalent. Please note that the type of permit you are applying for may require additional information.

- North Arrow
- Scale (Minimum 1" = 20'; Maximum 1" = 200')
- Date of Operation
- Name of Subdivision
- Property Dimensions (including location of any monuments or markers as a result of a survey)
- Existing and/or proposed lots and total areas (including clear identification of lot numbers)
- Adjacent Land Uses

## **EXISTING AND PROPOSED IMPROVEMENTS**

- Location, width, grade and names of all existing and proposed private or public roads, streets, right-of-ways, easements, or driveways (including length, width and type of surface).
- Location and dimension of existing and proposed structure(s), including decks, pads, and foundations.
- Location of existing and proposed septic tank(s), drainfield(s) and reserve area or sewer lines.
- Location of above or below ground storage tank(s) including tank capacity.
- Location of utility easements and/or utility lines and irrigation ditches.
- Location of well(s), spring(s) or water lines (including name of water system, as applicable).
- Location of well-head protection area(s) (if applicable).
- Drainage Facilities (drywells or other proposed drainage plan)
- Setbacks of all improvements from property lines, utility lines, easements, roads and distance between structures.

## **CRITICAL AREA REQUIREMENTS**

- The location of Natural Features (including rivers, creeks, streams, bluffs, slopes (both man-made or natural banks))
- Topography (including slope and grade)
- Boundary of stream, wetland and landslide buffers (as defined by CCC 27.12)
- Location of floodplains, floodways and channel meander hazards (including elevations)
- Proposed extent of clearing and grading

## **COMMERCIAL APPLICATIONS MUST ALSO INCLUDE:**

- Parking Facilities, showing spaces and drive aisles, as per CCC 33.55
- Landscaping; showing location of plants, species listing as per CCC 33.53
- Outdoor Lighting; including location, fixture type/typical and specification sheets
- Signage (all exterior signs); as per CCC 33.57
- All Impervious Surface Areas
- Location of Fire Hydrants or Fire Protection Facilities



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**LAND DIVISION APPLICATION FEES**

**Preliminary Review Fees**

**Permit Center Fees:**

Please mark applicable land division category and return sheet with application

- Short Plat Review or NCO (4 lots or less) \$1,000 plus \$50/lot; or
- RCC Cluster Development, PUD or NCC \$1,000; or
- Large Lot Subdivision Review (lots >5 acres) \$1,000 plus \$50/lot; or
- Subdivision Review (5 lots or more) \* \$1,200 plus \$50/lot; or
- Binding Site Plan \* \$1,200 plus \$50/hr over 24 hours; or
- Short Plat Alteration \$ 200 plus \$50/additional line or easement; or
- Large Lot Subdivision Alteration \$ 200 plus \$50/additional line or easement; or
- Subdivision Alteration or Vacation \* \$ 350 plus \$50/additional line or easement

Notice of Application  
 (except SP and LLS alterations) \$ 25/mailer

\*Legal Publication Notice (Type III permits) \$ 100

Environmental checklist (if applicable) \$ 250

Critical Area Special Report Review (if applicable) \$ 75 plus \$50/hours (over 2 hours)

\_\_\_\_\_ Total

**Road Department Review Fees:** \$ 120

**Environmental Health Review Fees:** \$115 for first 2 hr then \$70.00/hr for Land Use Proposal Technical Review

**Final Review Fees**

**Planning Division** Final Plat Review \$ 250 (plus \$50 per hour)

**Road Department** Plan check \$ 125  
 Drainage Plan Review Outside Critical Area \$ 125 (plus \$75 per hour)  
 Within Critical Area \$ 180

**Environmental Health** Final Plat Review \$ 138  
 Water Availability \$ 81 (group A); or  
 \$ 69 (individual wells); or  
 \$ 81 (group B)

**Auditors Office**  
 Recording Fee \$ 157 for map  
 Additional documents to be recorded \$ 73 for 1<sup>st</sup> page plus \$1 per add'l page